

**Memorandum of Understanding  
between  
Town of Millsboro, Delaware  
and the  
Delaware Office of State Planning Coordination**

**WHEREAS**, the State of Delaware has determined that certain local land use decisions have far reaching and complex effects on the region, resulting in development which often requires the commitment of finite resources by the various levels of government as well as private investors; and

**WHEREAS**, coordinated review of certain development proposals is expected to result in a more efficient, effective and timely use of resources and improved consistency and coordination between the various levels of government and other interested parties; and

**WHEREAS**, under Title 29, Chapter 92 of the Delaware Code, local land use planning actions by local governments are subject to pre-application review processes, referred to as the Preliminary Land Use Service (PLUS) and administered by the Office of State Planning Coordination (OSPC); and

**WHEREAS**, under Title 29, Section 9205 (c) of the Delaware Code, the OSPC shall, through a Memorandum of Understanding, exempt a local jurisdiction from the provisions of the Land Use Planning Act or modify the pre-application process when the local jurisdiction has a Certified Comprehensive Plan and imposes a more stringent review of projects;

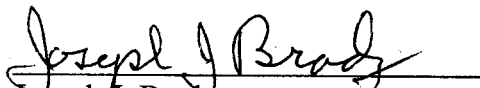
**NOW, THEREFORE, IT IS HEREBY AGREED AND UNDERSTOOD** by and between the Town of Millsboro, Delaware and the Office of State Planning Coordination as follows:

- A. Nothing in this agreement shall be construed to deny the Town of Millsboro its final decision-making authority over proposed land use planning actions in the corporate limits of the Town of Millsboro. Additionally, any comments received from state agencies, pursuant to Title 29, Chapter 92 of the Delaware Code, shall not exempt applicants from the responsibility of meeting all requirements set forth in Town of Millsboro's adopted land use regulations.
- B. The following land use planning actions are and shall remain subject to State review under Title 29, Chapter 92, Delaware Code:
  - 1 Residential subdivisions or land developments containing 50 or more dwelling units.
  - 2 Any Residential Planned Community


3. Any non-residential subdivision or site plan involving new construction of structures or buildings with a total floor area equal to or exceeding 50,000 square feet.
  4. Any application for rezoning or annexation that is inconsistent with the land use recommendations set forth in the current certified the Town of Millsboro Comprehensive Plan.
  5. Any local land use regulation, ordinance or requirement referred to the Office of State Planning Coordination by the Town of Millsboro for the purpose of providing the Town with advisory comments. These include the modifications to the Town's zoning and subdivision ordinances that implement the Comprehensive Plan.
  6. Any development project voluntarily submitted by the developer to the Office of State Planning Coordination for review.
  7. Any other project which is required to be referred to the State for pre-application review by the Town of Millsboro regulations.
  8. Any amendment, modification or update to the Town of Millsboro's Comprehensive Plan, as required by Title 22 of the Delaware Code.
- C. The Office of State Planning Coordination shall not initiate the Preliminary Land Use Service (PLUS) review process for an applicant's project within the incorporated limits of the Town of Millsboro prior to the applicant's consultation with the Town of Millsboro.
- D. The Town of Millsboro shall, at the time of their required pre-application meeting with applicants, identify those projects meeting the criteria defined in this agreement for State review, direct applicants whose projects meet State review criteria to submit necessary documents to the Office of State Planning Coordination in order to initiate the Preliminary Land Use Service (PLUS) review process, and not accept applications for those projects requiring PLUS review until such time as the Office of State Planning Coordination has issued comments, as defined in Title 29, Section 9204 (c) of the Delaware code, to the applicant and the Town of Millsboro.
- E. In special circumstances, the Office of State Planning Coordination may waive the pre-application requirements of Title 29, Chapter 92 of the Delaware Code. Where such waiver is granted, the Office of State Planning Coordination shall provide a written explanation of the causes for the waiver to the relevant local jurisdiction and the applicant. These circumstances may include, but are not limited to, a local government's imposition of a more stringent review of projects enumerated in §9203(a) than required by Title 29, Chapter 92 of the Delaware Code, and/or projects expected to provide an

extraordinary benefit to the State and the local jurisdiction through economic development, job creation, educational opportunities, public services or facilities, agricultural preservation, or protection and enhancement of the natural environment.

- F. This Memorandum of Understanding may be revised from time to time as circumstances warrant, only with the concurrence of both the Town of Millsboro and the Office of State Planning Coordination.

  
Joseph J. Brady  
Mayor, Town of Millsboro  
Millsboro, Delaware

FEB. 9, 2004  
Date

  
Constance C. Holland, Director  
Office of State Planning Coordination

FEB 8, 2004  
Date